

DEPARTMENT OF THE ARMY
HEADQUARTERS, WALTER REED ARMY MEDICAL CENTER
6900 Georgia Avenue, NW
Washington, DC 20307-5001

HR-5 Nursing Policy

23 July 2005

Inprocessing and Orientation

1. PURPOSE: To facilitate the integration of newly assigned or hired nursing personnel.

2. SCOPE: Applies to all nursing personnel.

3. REFERENCES:

- a. WRAMC Regulation 600-1 Human Resources, 27 January 2003.
- b. American Nurses Association, Scope and Standards of Practice, 2004.
- c. Comprehensive Accreditation Manual for Hospitals (CAMH), Joint Commission on Accreditation of Healthcare Organizations, 2005.

4. DEFINITIONS:

- a. Inprocessing – The administrative process by which new personnel enter the system.
- b. Orientation – The mechanism by which new staff members are familiarized with the organization, job, and work environment. Orientation consists of three components: command (facility wide), departmental (work area), and skills (specific job elements). Orientation is competency-based, focusing on the development of technical skills, clinical skills, critical thinking and interpersonal skills necessary to assist new personnel with job performance and responsibilities.

5. GENERAL GUIDELINES:

- a. New nursing personnel will inprocess through the appropriate personnel service center and designated organizational elements:
 - 1) Active duty military - Medical Center Brigade Personnel Action Center
 - 2) Reserve Component – Medical Center Brigade Reserve Training Coordinator.
 - 3) Civilian – Civilian Personnel Advisory Center.

This publication supersedes NPOL HR-5 dated 29 August 2002.

4) Contract – Departmental Contracting Officer's Representative.

b. All nursing personnel will inprocess through Nursing Education and Staff Development (NESD), registering licensure and required training via the automated training database (Appendix A). License verification is completed by the Nursing Human Resource Office (HRO).

c. Nursing personnel will complete WRAMC Command Orientation, NESD Nursing Orientation and Departmental (Work Area) Orientation. Nursing staff will complete an Initial Competency Assessment verifying competency in required skills within the first six (6) months of their assignment to a clinical area.

6. PROCEDURE:

a. For new assigned nursing officers, in-processing is coordinated by NESD in conjunction with the immediate supervisor.

b. NESD Nursing Orientation Program.

1) The NESD Nursing Orientation Program is a series of didactic and skills development activities in a competency based curriculum, designed to assist new personnel with duty performance (Appendix B).

2) Basic proficiency tests administered during orientation are used for diagnostic purposes only, to assess the employee's knowledge of selected topics.

3) Upon completion, documentation is provided to the immediate supervisor for inclusion in the staff member's Competency File.

c. Departmental (Work Area) Orientation.

1) Work area/Unit clinical orientation begins on the first day in the work area and varies in length based upon the learning needs, clinical experience, and educational preparation of the new staff member.

2) The AMEDD Preceptor Program is utilized for newly assigned or newly hired novice-nursing personnel.

3) Experienced nursing personnel participate in a unit orientation rather than a preceptorship based on previous clinical experience and learning needs.

4) The Initial Competency Assessment is completed by the designated preceptor (novice personnel) or staff member orienting the new employee (experienced nursing personnel).

- 5) Completion of orientation is documented in the Competency File.

//original signed//
JOAN P. EITZEN
COL, AN
Deputy Commander for Nursing

APPENDIX A
Training Database Worksheet

Date _____

All nursing personnel must submit this form to the NESD Training Database Section, provide the original license and certifications for review, and return the authorized copy of this form to the immediate supervisor prior to scheduling for duty.

1. Demographic Information

Name _____ Date of Birth _____
Last First MI (Day, Month, Year)

SSN _____ Hospital Assigned Date _____

Place of Duty _____ Duty Phone _____

Job Title _____ MOS/AOC/SERIES: _____

Military/Civilian Rank/Grade _____ or Contract Agency _____

Branch:(Circle one) Army, Navy, Air Force, Researcher/Student, Civil Service, Contract
or Volunteer

2. Licensure

License Title/Number _____ State/Exp. Date _____

Prime Source Verification _____ (TO BE COMPLETED BY Human Resource Office)

3. Certifications

BLS Provider Exp. Date _____ BLS Instructor Exp. Date _____

BTLS Expiration Date _____ EMT Expiration Date _____

TNCC Expiration Date _____ OTHER _____

4. Education (Optional)

Highest Educational Degree (Circle one): AD (Associate Degree), BS/BA (Bachelor of
Science/Bachelor of Arts Degree), MS/MA (Master of Science/Master of Arts Degree),
PhD/DNSc (PhD/Doctorate of Nursing Science)

Verified by (NESD Staff): _____

Date _____

APPENDIX B

NESD Nursing Competency-Based Orientation Program

Phase IA: Lectures taught by Subject Matter Experts:

Restraints
Infection Control
Patient Safety
Performance Improvement
Nursing Research
Age Specific Training
Code Management
Blood and Blood Components
Age Specific Training
Fire and Electrical Safety, Falls, Code Management
Pain Management
Pharmacy
Lab
Accu Check Training
Wound And Skin Care Assessment

Phase IB: Testing:

Code Management
Blood and Blood Components
Age Specific Training
Fire, Electric, and Patient Safety
Infection Control
Medication Administration

Phase IC: TB Mask Fitting

Phase II: Skills Lab (8-hour offering)

Defibrillator Video
Blood Transfusion
Alaris IV Pump
Kangaroo 324 Feeding Pump
Baxter PCA Pump
EKG Machine
IV/Phlebotomy skills